



**RULE-MAKING ORDER**  
**(RCW 34.05.360)**

**CR-103 (7/23/95)**

Agency: Public Disclosure Commission

- ☒ Permanent Rule  
☐ Emergency Rule  
☐ Expedited Repeal

(1) Date of adoption: May 25, 1999

(2) Purpose: The amendment specifies that public records requests may be submitted in person or by letter, telephone or electronic means.

(3) Citation of existing rules affected by this order:

Amended: WAC 390-14-025 Requests for Public Records.

(4) Statutory authority for adoption: RCW 42.17.370(1)

Other Authority:

**PERMANENT RULE ONLY**

Adopted under notice filed as WSR 99-09-065 on April 19, 1999.

Describe any changes other than editing from proposed to adopted version: None.

**EMERGENCY RULE ONLY**

Under RCW 34.05.350 the agency for good cause finds:

- ☐ (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- ☐ (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

**EXPEDITED REPEAL ONLY**

Under Preproposal Statement of Inquiry filed as WSR \_\_\_\_\_ on \_\_\_\_\_.

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

☐ Yes ☒ No If yes, explain:

(6) Effective date of rule:

Permanent Rules

☒ 31 days after filing

☐ Other: \*

Emergency Rules

☐ Immediately

☐ Later:

\* (If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

NAME

Vicki Rippie

SIGNATURE

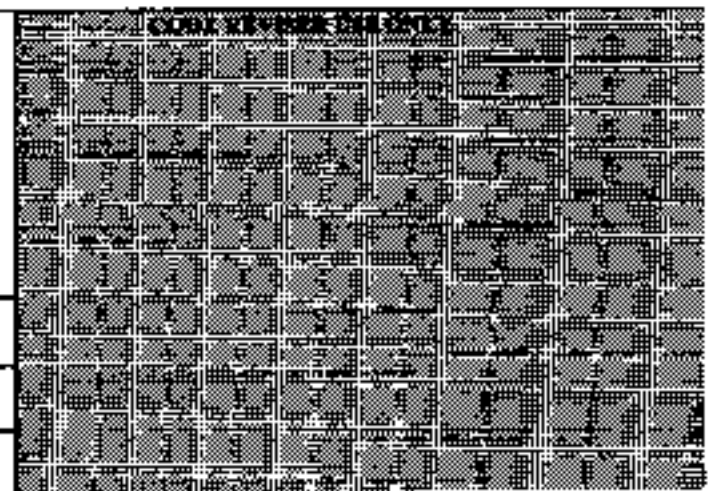
*Vicki Rippie*

TITLE

Assistant Director

DATE

5-26-99



AMENDATORY SECTION (Amending Order 85-03, filed 7/9/85)

WAC 390-14-025 Requests for public records. (1) In accordance with requirements of chapter 42.17 RCW that agencies ~~(([present] [prevent] unreasonable invasions of privacy))~~ provide full public access to public records, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, requests to inspect or copy public records may be ~~((inspected or copied by requesting))~~ made in person, by letter, ((or)) by telephone ((the desired recordist)) or by electronic means.

The commission office is located at 711 Capitol Way, Suite 403, Olympia, Washington. The mailing address is: Public Disclosure Commission, P.O. Box 40908, Olympia, WA 98504-0908. Telephone number: (360) 753-1111. Facsimile number: (360) 753-1112. Electronic mail: pdc@pdc.wa.gov.

(2) ~~((in all cases in which))~~ Whenever a member of the public ~~((is making a request, it shall be the obligation of the public records officer or))~~ requests assistance, the staff member to whom the request is made ((to)) shall assist the member of the public in ~~((appropriately))~~ identifying the appropriate public record ~~((requested)).~~

**(j) Short explanation of rule, its purpose, and anticipated effects:**

The proposed amendment recognizes changes that have been made to RCW 42.17.290 since the rule was last amended in 1985. The proposed amendment adds language indicating that public records may be requested electronically. The amendment is technical rather than substantive in nature.

**Does proposal change existing rules:**      ☒ **YES**      ☐ **NO**      **If yes, describe changes:**

The proposed amendment re-writes current language to make it more understandable. The new language is intended to assure persons requesting public documents or assistance in locating public documents that they will receive quality service.

**(k) Has a small business economic impact statement been prepared under chapter 19.85 RCW?**

☐ **YES. Attach copy of small business economic impact statement.**  
A copy of the statement may be obtained by writing to:

☒ **NO. Explain why no statement was prepared.**

The proposed amendment does not have an economic impact on small businesses.

**(l) Does section 201, chapter 403, Laws of 1995, apply to this rule adoption?**      ☐ **Yes**      ☒ **No**  
**Please explain:**

The Public Disclosure Commission is not specified in Section 201, chapter 403, Laws of 1995, as being subject to this section nor has it been brought under the section as otherwise provided in the chapter law.

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